

# AutoMARK VOTER ASSIST TERMINAL (VAT) PREPARATION CHECKLIST & TEST CERTIFICATION FORM

\_\_\_\_\_  
Name of City or Township

\_\_\_\_\_  
County

☐ Primary ☐ General ☐ Special ☐ Regular

Date of Election: \_\_\_\_\_

**PREPARATION CHECKLIST:** The following tasks must be completed prior to each election for each AutoMARK terminal that will be assigned to a polling location. Refer to the "Pre-Election Day Checklist" provided by ES&S for details on how to perform the following:

- ☐ Install the flash card containing the election specific information and instructions. Ensure that the flash card is unlocked.
- ☐ Install the ink cartridge; ensure that there is enough ink for election-day use. (If a new ink cartridge has been installed, reset the ink cartridge "Ink Remaining Percentage" to 100%.)
- ☐ Ensure that the Ink Cartridge Type has been properly set.
- ☐ Ensure that the date and time are properly set.
- ☐ Ensure that the battery is fully charged.
- ☐ Calibrate the touch screen.
- ☐ Ensure that all touch screen selections are performing properly.
- ☐ Ensure that all keypad functions are performing properly.

**PRELIMINARY ACCURACY TEST:** (The Preliminary test is the responsibility of the Election Commission. The Election Commission may delegate the administration of the test to an authorized assistant.) The undersigned certifies that the listed voting assistance terminals (VATs) were prepared according to the above check-list and were tested using the test decks prepared under the direction of the Election Commission, the test results demonstrated that the official ballots were properly marked and that the ballot specific information agreed with the program edit listings. And the proper program was installed into each terminal using the seal number recorded on the Clerk's Preparation Certificate in the Poll Book of the precinct to which the terminal was assigned.

Precinct #	Terminal Serial #	Memory Card Seal #	Date of Prelim Test

Further the test deck(s) were secured and sealed in an approved ballot container with seal number \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_  
Member(s) of Election Commission or Authorized Assistant(s)